

# Security Industry Federation

## Trade Union

Terms and Conditions

and

Rules and Constitution



Version No.	005
Last updated:	04/05/2023
Replaces version no:	004

**SECURITY INDUSTRY FEDERATION**

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## **Preliminary**

In these Rules:

“we”, “us”, “our”, “SIF” means the Security Industry Federation.

‘President’ means the President and Head of the SIF voted upon by all Members and Delegates and will be announced at the Annual Conference or public announcement. This position has a 5 year term.

‘Vice President’ of the SIF voted upon by all Delegates and Members and will be announced at the Annual Conference or public announcement. This position has a 5 year term.

‘General Secretary’ means the General Secretary of the SIF voted upon by all Members and Delegates and will be announced at the Annual Conference or public announcement. This position has a 5 year term.

‘Treasurer’ means the Treasurer of the SIF voted upon by all Members and Delegates and will be announced at the Annual Conference or public announcement. This position has a 5 year term.

‘The Management Board’ means the executive board of the SIF, comprising the President, the Vice President, the General Secretary, the Treasurer, the Chief

Technical Officer, any non-executive members that are voted onto the Management Board by unanimous decision at a SIF management Board meeting.

'Members' means the persons that pay subscriptions to the SIF.

'Delegates' means the President, the Vice President, the General Secretary the Treasurer and *Representatives* (at the discretion of the Management Board).

'Annual Conference' means the Members Conference held by the Security Industry SIF as its annual conference.

'Annual Delegates Conference' means any meeting of the Delegates including, without limitation, an Annual Conference.

'Financial Year' means the financial year currently being 1<sup>st</sup> April to 31<sup>st</sup> March.

'Subscriptions' means any fees, contributions, subscriptions from time to time required of members as determined by the Management Board

'Trustees' means the trustees of the SIF from time to time elected or removed by the Management Board on a non-executive basis

"spouse" and "dependants" has the same legal meaning in UK law.

## **Name**

The name of the trade union is Security Industry Federation.

## **Principal office**

The principal office of the SIF shall be located at 85 Great Portland Street, London, W1W 7LT or such other place as the Management Board may from time to time determine.

## **Objectives**

The Security Industry Federation is established for the purpose of regulating relations between the people that work in the UK security industry and UK security employers, the Security Industry Authority (SIA) and the UK Home Office.

Promoting the welfare and efficiency of its members including (but not limited to):

Negotiating agreements with employers on pay and conditions

Discussing big changes like large scale redundancy

Discussing members' concerns with employers

Going with members to disciplinary and grievance meetings

Negotiating terms and conditions of employment and service.

Attending any conferences/meetings which may be arranged by the SIA, UK Home Office or UK security employers.

## **Powers**

In furtherance of the objects of the SIF but not otherwise the Management Board shall have the following powers:

to collect, establish and maintain personal data and funds by means of Subscriptions.

to confer with legislature, public bodies and others upon matters directly or indirectly concerning the UK Security Industry.

to promote improvements in UK security as applicable to the UK Security Industry and to support or oppose proposed alterations to new practices.

to collect and circulate among its members, statistics and other information on all matters affecting the UK Security Industry.

to provide financial, legal, welfare or other assistance to members of the SIF

to print and publish any newsletter, periodical, leaflet or other publication.

to hold the funds of the members in a bank account with its use being to pay SIF employee wages, pay invoices from reward partners and investors, for marketing or campaigning purposes and for using funds to pay members legal bills

to subscribe to any local or other charities or associations formed for any of the purposes that support the work of the SIF.

to do all such other lawful things as are incidental or conducive to the pursuit or attainment of any of the objects.

## **Application of income**

The income of the SIF is to be applied towards the promotion and the objectives of the SIF.

To enable this a portion shall be paid or transferred, directly or indirectly, by way of wage, dividend or bonus, or otherwise by any other way, to the persons who at any time are or have been members of the Management Board or to any person working on behalf of the Management Board for the purposes and objectives of the SIF. To include but not limited to:

payment in good faith of remuneration to any person, member, delegate or servant of the SIF or other person, in return for any services actually rendered to the SIF, or

the President, Vice President, General Secretary and Treasurer shall each have the power to expend such sum or sums as may be necessary to meet the immediate needs of the ordinary expenditure of the SIF but no purchase of any single item at a cost in excess of £500 may be authorised without the unanimous approval of all delegates of the Management Board and no purchase of any single item at a cost in

excess of £3,000 may be authorised without the approval of a majority of the delegates of the Management Board.

All bank accounts of the SIF shall be maintained by a bank or building society as the Management Board may determine.

All bank accounts of the SIF shall bear the name of the Security Industry Federation.

No cheque shall be drawn on, or instruction issued for, the electronic transfer of moneys from any SIF account unless it is signed by any two of the President, Vice President, General Secretary and the Treasurer.

Notwithstanding any other provision of these rules, no cheque shall be signed by the person to whom the payment is to be made.

All monies, cheques and drafts received by or on behalf of the SIF shall be paid promptly into a SIF account.

All monies of the SIF not immediately required for the purposes of the SIF will stay in situ to be used for the upkeep and payment of member reward partners.

### **Trustees**

The main duty of trustees is to advance the purposes of the SIF.

All property belonging to SIF shall be vested in trustees in trust for it in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992.

An entry in the minute book of the Management Board meeting recording the election of the Trustees shall be conclusive evidence of the fact so stated.

The Trustees shall hold office until the next election of the current President or death, resignation or removal from office by a resolution of the Management Board for any reason which may seem sufficient to a majority of the members of the Management Board present and voting at any meeting.

Where by reason of the death, resignation or removal of a trustee a new trustee needs to be appointed, or if the Management Board deems it expedient to appoint an additional trustee or additional trustees, the Management Board may

by resolution nominate the person or persons to be appointed as the new trustee or trustees.

To give effect to a nomination:

the President is nominated as the person to appoint new trustees of the SIF.

the Management Board can request, in writing to appoint a person or persons as a new trustee or trustees of the SIF to the President.

### **Qualification of members**

Membership of the SIF shall be open to all UK Security personal serving or in licence to serve in a recognised UK security industry role.

These roles include but are not limited to

- Door Supervisor
- Security Guard
- CCTV operator/manager
- Cash/Valuables in Transit
- Key Holders
- Cyber security
- Security supervisors/managers/company directors

No other persons may be members of the SIF.

Membership of the SIF shall not be open to any person who has previously been expelled from the SIF unless the Management Board decides otherwise in relation to any particular application. Any application for membership from such a person shall first be referred to the next meeting of the Management Board for a decision.

### **Application for membership**

Anyone who wishes to be admitted as a member of the SIF must apply using the SIF's recognised application for membership methods.

As a condition of membership, all members shall be required to authorise their bank to deduct from their subscription cost and to pay the SIF all subscriptions.

Upon receipt of a properly completed application for membership form from any person qualified to be a member, the Management Board shall then enter the name

of such person in the record keeping managed service of the SIF and on such entry such person shall become a member accordingly.

### **Subscriptions**

Every member shall pay any Subscriptions and acknowledges that any missed or cancelled payment will result in the termination of membership from the date of missed payment or cancellation.

The Management Board cannot grant exemption from payment of Subscriptions to any member who is absent from work through illness, injury or incapacity caused in the application of their work or otherwise.

### **Retirement of members**

Any member of the SIF who retires from their UK security industry role should cancel their subscription and his name shall then be removed from the list of members and they shall cease to be a member.

### **Expenses**

The reasonable expenses incurred by any delegate or representative of the SIF in carrying out duties and functions authorised by the Management Board shall be met from the funds of the SIF. All claims for reimbursement of such expenses incurred by members of the SIF shall be subject to the following provisions:

Openness and transparency are key objectives of the SIF's expenses policy. The SIF accounts will be scrutinised by the Auditors and will be reported to the Management Board by the Treasurer.

Any expenditure must be consistent with the objectives of the SIF.

The SIF does not expect anyone engaged in legitimate and authorised SIF activity to be personally 'out of pocket' as a result of their work for, or with, the SIF.

All reasonable expenses must be claimed through the Treasurer on the requisite forms and reimbursement will be subject to production of VAT receipts or other appropriate evidence of payment. The SIF will only meet expenses following submission of an appropriate claim by the individual concerned. All claims shall be submitted to the Treasurer within 2 months of the expenditure or event.

All claims will be the subject of authorisation prior to reimbursement and all claims and payments may be the subject of audit.

Claims to the SIF for reasonable subsistence/refreshment expenditure will be met to the extent that they are additional to expenses that the member would otherwise have incurred. Such subsistence/refreshment claims can include daytime meals when none are provided, a pre-dinner drink and drink to accompany a meal. Refreshments purchased during the course of travel can be claimed. Such claims will be subject to a maximum of £15.00 per person for lunch and £35.00 per person for



dinner and the cost of any pre-dinner drink (where applicable) and drink to accompany that meal.

If any drinks in excess of those referred are purchased they are the responsibility of the individual member and will not be reimbursed by SIF.

Delegates of the Management Board may entertain contacts of the SIF on SIF Business provided the proposed entertainment and an appropriate budget has been agreed by majority vote from the Management Board in advance. Receipts must be submitted in full with the relevant expenses claim.

## **Travel policy**

The standard of accommodation and travel used by delegates and representatives should reflect the need to be able to continue to work effectively whilst away from the workplace and home, and the standing and status of the SIF.

Prior authority for all flight bookings must be obtained from the Management Board. If the member in relation to whom authorisation is sought is a delegate of the Management Board then prior authority must be obtained from the Treasurer. If the member in relation to whom authorisation is sought is the Treasurer then prior authority must be obtained from the President. All members making claims for reimbursement of the cost of flights must provide documentary evidence of the requisite prior authorisation.

All flights of over 4 hours to destinations will be booked for either business class or premium economy class where available. All other flights will be booked for economy class.

Prior authority for all hotel bookings must be obtained from the Treasurer. If the member in relation to whom authorisation is sought is the Treasurer then prior authority must be obtained from the President. All members making claims for reimbursement of the cost of hotels must provide documentary evidence of the requisite prior authorisation.

Prior authority for hotel bookings will be subject to a maximum of £250.00 per person per night within the M25 and £150.00 per person per night elsewhere.

Prior authority for the use of private motor vehicles for SIF business must be obtained from the Treasurer. If the member in relation to whom authorisation is sought is the Treasurer then prior authority must be obtained from the President. Where such prior authorisation has been given, the rate of 45p a mile may be claimed for vehicle use and will be reimbursed following the submission of a claim form. Claim forms must contain reasonable detail in respect of any journeys made and all

members making claims for reimbursement for vehicle use must provide documentary evidence of the requisite prior authorisation.

When prior authorisation is not available due to the urgency of the matter concerning SIF business such authorisation should be sought as soon as practicably possible.

Expenses incurred in relation to travel by rail or other public transport will only be reimbursed to the extent that they are:

the actual cost of standard class rail.

the actual cost of travel by public service vehicle.

### **Legal advice and assistance**

Subject to the relevant member not being in arrears with any Subscriptions or other sums due to the SIF, a member shall be entitled to such legal advice, assistance and/or representation at the cost of the SIF in relation to matters arising out of his or her performing and carrying out the duties of their role within the UK security industry and set out in the member pack. The President and Management Board may in their discretion decide. Legal Assistance shall be provided by legal representatives nominated by the SIF.

No member shall be entitled to Legal Assistance unless that member has given notice to the nominated legal assistance provider's or Management Board within 28 days of the occurrence of the event in respect of which Legal Assistance is sought (where the event in question occurs over a period of more than one day, the time limit shall run from the last

day of such period). An extension of this time limit may be permitted at the discretion of the President.

No legal assistance shall be provided to members at the cost of the SIF in relation to matters arising outside of their UK security industry role, whilst not working in a recognised UK security industry role or by their own illegal activity.

The provision of legal assistance involving the support of legal proceedings shall be in the entire discretion of the President who, in exercising that discretion, shall take into account the amount of money (if any) at stake, the principals involved, the conduct of the relevant member, the legal advice received as to the merits of the case and any other factors the President considers relevant.

In all cases where the SIF agrees to provide legal assistance the President and/or Management Board may at their discretion require the relevant member to contribute to the cost involved as a condition of the SIF providing such assistance.

Where a member dies on duty in the execution of their recognised UK security industry role, Legal Assistance may be afforded to his or her spouse or dependents.

The provision of Legal Assistance at the cost of the SIF shall be subject to the observance by the member or Dependent receiving the benefit of Legal Assistance of the following conditions:

giving the Legal Representatives instructions that allow them to do their work properly;

not asking the Legal Representatives to work in an improper or unreasonable way;

not deliberately misleading the Legal Representatives;

co-operating with the Legal Representatives;

attending any medical or expert examination or court hearing; and

not conducting any negotiations or any court or other legal proceedings other than through the Legal Representatives.

In the event of any serious or persistent breach of these conditions or if the member or Dependent rejects the opinion of the Legal Representatives as regards making a settlement with his or her opponent, the member will indemnify the SIF in respect of the costs incurred by the SIF in relation to the provision of the Legal Assistance.

Where an application for assistance is made by the President, notification of that application shall be made to the Treasurer and all decisions and discretions in relation to that application which would have fallen to be made or exercised by the President shall be made or exercised by the Treasurer.

Where any decision is made by the President or when applicable the Treasurer, the member, delegate or dependent shall be entitled to apply for a review of the decision by applying in writing to the General Secretary within 14 days of being notified of the decision.

Such review shall be carried out by three members of the SIF appointed by the General Secretary as a review panel other than the President, the applicant or the Treasurer.

The Review Panel will look afresh at the merits of the relevant application for assistance and may:

confirm the original decision;

revoke the original decision; or

substitute a different decision (provided, for the avoidance of doubt, that the range of decisions that the Review Panel may reach shall be subject to the same limitations as applied to the original decision).

SIF use Weightmans Solicitors, who are a legal firm.

If you are arrested following an incident that leads to one of our members being taken to a police station and being interviewed we are happy to provide assistance.

If you are detained at a police station that is not local to one of our on call solicitors then you can be represented by a Duty Solicitor from another firm in the locality where you have been detained, free of charge. Please contact Weightmans directly after release in order to use the SIF legal cover if you are released for the purpose of further investigation. If you have been told by the police that 'no further action' is being taken against you, you do not need to let the SIF or Weightmans know.

After arrest, interview or release by police - If you are released by police under further investigation or police bail you will need to tell Weightmans who will assess your claim and offer legal assistance if applicable.

### **What is covered**

- Incidents on duty that occurred whilst performing your security role only
- Arrests for incidents that occurred on duty for any reason or offence
- Being told by police that you need to attend a police station for a voluntary interview
- Being told by police that you have been reported for a criminal offence
- Pursuing a criminal claim against a named individual who has assaulted you
- Pursuing a criminal claim against a named individual who has committed any criminal offence against you
- Pursuing a civil claim against a named individual who has assaulted you
- Pursuing a civil claim against a named individual who has committed any criminal offence against you
- Defending a civil claim against you by a named individual accusing you of a criminal offence

## **What is not covered**

- Incidents that occur whilst off duty
- Arrests for incidents that occurred off duty for any reason or offence
- Attendance at a police station where a Duty Solicitor can be provided faster free of charge
- Legal support for incidents where you were not acting in accordance with the law
- Legal support for incidents where you were under the influence of drink or drugs
- Legal support for incidents where you were not acting in accordance with policy and procedures
- Where the case has been reviewed by SIF and Weightmans and it is deemed the evidence against you is conclusive
- Where the case has been reviewed by SIF and Weightmans and it is deemed the supporting evidence is weak
- Motoring offences or violations whether on or off duty
- The decision of SIF and/or Weightmans is final

### **Additional legal services:**

Weightmans offer SIF members a reduced success fee capped at 17.5% of General Damages and Special Damages rather than the standard rate of 25 %. This means that SIF members will receive more of their damages as a result. This includes clinical negligence and personal injury claims.

Weightmans may exclusively extend this offer to family members of the SIF member.

## **Misconduct policy for Management Board, Delegates and Representatives**

It is the policy of the SIF to ensure that any disciplinary matter is dealt with fairly and that steps are taken to establish the facts and to give members the opportunity to respond before taking any formal action.

The aim of the SIF is to deal with disciplinary matters sensitively and with due respect for the privacy of the individuals involved. All members of the SIF must therefore

treat as confidential any information communicated to them in connection with an investigation or disciplinary matter.

On discovery or receipt of a report or allegation that any member of the Management Board or any of the Delegates (the member concerned) has:

committed any serious or repeated breach or non-observance of any of the provisions of these Rules

been convicted of any criminal offence (other than an offence under any road traffic legislation in the United Kingdom or elsewhere for which a fine or non-custodial penalty is imposed); or

been guilty of any fraud or dishonesty; or

acts in any manner which brings or is likely to bring the member or the SIF into disrepute or is materially adverse or injurious to the interests of the SIF

the Management Board must as soon as reasonably practicable following such notification nominate a delegate or person(s) as they see fit to investigate the facts and, where appropriate, consider any relevant documents promptly. If there is a conflict, a member of the Management Board, will conduct the investigation. The purpose of an investigation is to establish a fair and balanced view of the facts relating to any disciplinary allegations against the member, before deciding whether to proceed with a disciplinary hearing. The amount of investigation required will depend on the nature of the allegations and will vary from case to case.

The member concerned must co-operate fully and promptly in any investigation. This will include providing the names of any relevant witnesses, disclosing any relevant documents and attending investigative interviews if required. Any investigative interviews are solely for the purpose of fact-finding and no decision on disciplinary action will be taken until after a disciplinary hearing has been held.

Where conduct in question of the member concerned is the subject of a criminal investigation, charge or conviction the Management Board may suspend the action until such investigation and any resulting criminal proceedings are concluded.

The President or Management Board may, having regard to the circumstances of the case, impose a period of precautionary suspension on the member concerned. Such suspension will be for no longer than is necessary to investigate the allegations and details of any such period of suspension will be confirmed to the member concerned in writing. Suspension of this kind is not a disciplinary penalty and does not imply that any decision has already been made about the allegations. During such a period of suspension, the member concerned must not visit any premises of the SIF other than as may be necessary for the purpose of attending any investigative interview, hearing or appeal hearing the member concerned is asked to attend.

Following any investigation, if the person(s) or the Management Board, tasked with carrying out the investigation considers there are grounds for disciplinary action:

the member concerned will be required to attend a disciplinary hearing. He or she will be informed in writing of the allegations against him or her, the basis

for those allegations. This will also include the following where appropriate:

a summary of relevant information gathered during the investigation;

a copy of any relevant documents which will be used at the disciplinary hearing; and

a copy of any relevant witness statements

the Management Board shall appoint a disciplinary panel comprising three of its members as a Disciplinary Committee. The identity of those to be appointed shall be determined by the President or General Secretary. If the President or General Secretary is conflicted, then a person(s) or another member of the Management Board shall be nominated.

The General Secretary will give the member concerned written notice of the date, time and place of the disciplinary hearing which shall be before the Disciplinary Committee. If there is a conflict, such written notice will be given by either a member of the Management Board. The hearing will be held as soon as reasonably practicable, but the member concerned will be given a reasonable amount of time, usually two to seven days, to prepare his or her case based on the information given to him or her.

If the member concerned cannot attend the hearing he or she should inform the General Secretary immediately and the General Secretary will arrange an alternative time. Again, if conflicted, this will be done by another member of the Management Board. The member concerned must make every effort to attend the hearing. If the member concerned fails to attend without good reason, or is persistently unable to do so (for example for health reasons), the Disciplinary Committee may take a decision based on the available evidence.

At the disciplinary hearing the Disciplinary Committee will go through the allegations against the member concerned and the evidence that has been gathered. The member concerned will be able to respond and present any evidence of his or her own.

The member concerned may ask relevant witnesses to appear at the hearing, provided he or she gives the General Secretary sufficient advance notice to arrange their attendance. If the General Secretary is conflicted, then this notice will be given to another member of the Management Board. The member concerned will be given the opportunity to respond to any information given by a witness. However, he or she will not normally be permitted to cross-examine witnesses unless, in exceptional circumstances, the Disciplinary Committee decides that a fair hearing could not be held otherwise.

The Disciplinary Committee may adjourn the disciplinary hearing if it considers further investigations are required in the light of any new points the member concerned raises at the hearing. The member concerned will be given a reasonable

opportunity to consider any new information obtained before the hearing is reconvened.

Where the Disciplinary Committee finds by a majority vote there has been misconduct on the part of the relevant member, the available penalties are:

No further action;

Written warning;

Final written warning;

a period of suspension; or  
expulsion.

No penalty should be imposed without a hearing. Each case will be assessed on its own merits. Where, in relation to an allegation, there is no finding by majority vote of misconduct on the part of the relevant member, the relevant member shall be found not guilty in respect of that allegation.

the period of his or her suspension will be determined by the Management Board and will be for no longer than 3 months from point of suspension.

The General Secretary will inform the member concerned in writing of the decision of the Disciplinary Committee and the reasons for it, usually within 7 days of the disciplinary hearing. If there is a conflict then the member will be informed by another member of the Management Board.

The member concerned must not make electronic recordings of any meetings or hearings conducted under this procedure.

There shall be no publication of penalties imposed by the Disciplinary Committee until the time limit for appeal against the decision has expired. In cases where an appeal has been lodged within the prescribed time limit, there shall be no publication of a penalty until the appeal has been determined. Subject to this, publication shall be by means of recorded at the next Management Board meeting

Notwithstanding any other provision of these Rules, the Management Board may authorise the General Secretary to initiate legal proceedings against any member who appears to the Management Board to have committed any criminal or wrongful act against the SIF, its members or officers and to terminate the membership of such member upon conviction of or judgment in such proceedings being passed against such member. If the General Secretary is conflicted, then the Management Board may authorise another member of the Management Board, to initiate said legal proceedings.

## **Appeals**

If the member concerned feels that disciplinary action taken against him or her is wrong or unjust he or she should appeal in writing, stating the full grounds of appeal,



to the General Secretary within 21 days of the date on which he or she was informed of the decision.

The date on which any expulsion or suspension imposed by the Disciplinary Committee takes effect will not be delayed pending the outcome of the appeal. However, if an appeal is successful the member concerned will be reinstated or the suspension lifted (as the case may be).

If the member concerned raises any new matters in his or her appeal, further investigation may need to be carried out. If any new information comes to light the General Secretary will provide the member concerned with a summary including, where appropriate, copies of additional relevant documents and witness statements. The member concerned will have a reasonable opportunity to consider this information before the hearing and the member concerned may comment on any new evidence arising during the appeal before any decision is taken.

The appeal hearing shall be before an appeals panel appointed by the Management Board for the purpose of the hearing comprising three of its members who were not members of the Disciplinary Committee whose decision is the subject of the appeal (Appeals Panel). The identity of those to be appointed shall be determined by the President or General Secretary.

The General Secretary will give the member concerned written notice of the date, time and place of the appeal hearing which shall be before the Appeals Committee. This will normally be two to seven days after the member concerned receives the written notice. Three alternative dates will be offered to the member on which the appeal shall take place. If the member fails to identify any of these dates or indeed present themselves on said date, the Appeal Panel have the discretion to void/withdraw the appeal.

The appeal hearing may be a complete re-hearing of the matter or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new information that may have come to light. This will be at the discretion of the Appeals Committee depending on the circumstances of the case.

The Appeals Committee may adjourn the appeal hearing if there is a need to carry out any further investigations in the light of any new points the member concerned has raised at the hearing. The member concerned will be given a reasonable

opportunity to consider any new information obtained before the hearing is reconvened.

Following the appeal hearing the Appeals Committee acting by majority vote may:  
confirm the original decision of the Disciplinary Committee;  
revoke the original decision of the Disciplinary Committee; or  
substitute a different penalty (provided, for the avoidance of doubt, that the range of penalties that the Appeals Committee may impose shall be subject to the limits set out.

The General Secretary will inform the member concerned in writing of the decision of the Appeals Committee as soon as possible, usually within 7 days of the appeal hearing. There will be no further right of appeal.

### **Rights of members**

All members shall be entitled to all such information and advice with regard to the objects of the SIF as the SIF or any of its officers may be able to supply.

Any member shall be entitled to inspect the books of account of the SIF at the principal office of the SIF at reasonable times by giving not less than four weeks prior notice to the General Secretary.

No right or privilege of any member as such shall be transferable or transmissible, but all such rights and privileges shall cease upon the member ceasing to be such, whether by death, cancellation, missed payment or otherwise.

### **Annual Delegates Conferences**

The SIF shall on or around the second Tuesday in December each year hold an Annual Delegates' Conference and shall specify the meeting as such in the notices. The purpose is for the Management Board, Delegates and Representatives to discuss the business and ongoing interests of the SIF.

The Management Board shall be entitled to appoint any of the Delegates who are not members of the Management Board to fill any vacancy on the Management Board caused by a member ceasing to be a member of the Management Board in any of the circumstances set out as before. Where the Management Board exercises this right the person so appointed shall serve as a member of the Management Board until the next election.

Any meeting of the Delegates other than an Annual Delegates Conference shall be called an emergency Delegates Conference.

The Management Board may, whenever it thinks fit, convene an emergency Delegates' Conference.

At least twenty eight days before every Annual Delegates Conference, notice specifying the place, the day and the hour of meeting, and, in case of special

business, the general nature of such business, shall be given to the delegates, Management Board and Representatives by the General Secretary.

### **Proceedings at Annual Delegates Conferences**

The below shall apply to all Annual Delegates Conferences.

All business at any Annual Delegates Conference shall be deemed special business, with the exception at an Annual Conference of:

the consideration of the financial statements of the SIF for the Financial Year most recently ended and any documents annexed to them;

the report of the Management Board;

the report of the auditors; and

the appointments or changes to the Management Board

The President or in his or her absence, the Vice President shall preside as President at every Annual Delegates Conference.

If neither the President nor the Vice President is present at the time of holding an Annual Delegates Conference the Delegates present shall choose one of their number to be President of the meeting.

The President may, with the consent of the meeting, adjourn any Delegates' Conference from time to time and from place to place, but no business shall be transacted at any adjourned Delegates' Conference other than the business left unfinished at the Delegates' Conference from which the adjournment took place.

At any Delegates' Conference a declaration by the President that a resolution has been carried or lost and an entry to that effect in the minute book of the SIF shall be conclusive evidence of the fact.

Every Delegate shall have one vote and no more. All votes shall be given personally.

No Delegate shall be entitled to vote at any Delegates' Conference if any money owing from him on any account to the SIF is overdue.

### **Members Annual General Meeting**

The SIF shall on or around March each year hold an Annual General Meeting (AGM) and shall specify the meeting as such in the notices. The purpose is for the Management Board, Delegates, Representatives and Members to discuss the business and ongoing interests of the SIF and raise any concerns or matters.

Any member wishing to raise any concerns or matters should write to the General Secretary at least 28 days before the AGM informing them of the nature of the issue

and any relevant details that may be required to make properly informed deliberations.

At least twenty eight days before every Annual General Meeting, notice specifying the place, the day and the hour of meeting, and, in case of special business, the general nature of such business, shall be given to the delegates, Management Board, Representatives and Members by the General Secretary.

### **Disturbance and expulsion at Conferences**

Should any Delegate or Member cause a disturbance during the meeting and refuse to obey the President when called to order that Delegate or Member may be expelled from the hall at the direction of the President and shall not be allowed to take any further part in the proceedings of the meeting.

### **Voting**

The method of voting shall be by ballot and may be passed after votes are counted by officials appointed by the Management Board and follows the guidelines set out in Chapter 4 of the 1992 Act.

Each Delegate and Member shall have one vote.

### **Voting Process**

1. Any SIF member or delegate may stand for election to the management board if there is a vacancy or the 5 year term is coming to an end.
2. A delegate of the Management Board may stand for re-election.
3. The President prior to any election will announce the position that is up for election and will confirm the date of election.
4. Those wishing to stand for election to the management board will submit a biography to the General Secretary on a set date.

5. Following on from the closing date for biographies the General Secretary will then circulate the biographies prior to an election. If there is only one biography submitted by the close of play on the set return date then that person shall be duly elected.
6. If an election for a Management Board position is due at an Annual General Meeting, members and delegates will be given a voting paper on arrival at conference. The names of the candidates will be on the ballot paper and each delegate and member will be given one vote.
7. Votes will be cast on arrival into the main conference hall prior to the commencement of the main conference.
8. A member of the executive will open the ballot box at lunch in the company of two scrutineers appointed in the morning by conference. Winning nominations must have a majority of the vote cast.
9. The result will be announced just prior to the commencement of the afternoon session.
10. In the case of a drawn election the process will be repeated, if that results in a drawn ballot the President of the SIF will have the final casting vote.
11. Delegates who are unable to attend conference will be allowed to vote by proxy.
12. The proxy vote will exclude motions and rule changes.
13. The proxy vote is to show a preference of choice of all those standing and should be submitted to the chosen Management Board member who is not standing for election.

### **Management Board**

The Management Board is made up of the SIF President, Vice President, General Secretary, Treasurer and are so elected and shall serve for a term of five years from the date of their appointment.

Where the Management Board are satisfied that in the opinion of a medical practitioner a delegate is physically or mentally incapable of performing his or her duties and may remain so for more than three months;

ceases, for any reason, to be a member of the SIF; or

ceases, for any reason, to be a member of the Management Board

the Management Board shall elect from their number a replacement.

The Management Board shall meet at least twice in each calendar year and shall meet more frequently as the Management Board or the General Secretary shall determine.

The Management Board may continue to act even though the number of its members is reduced by death, retirement or otherwise.

The Management Board shall have control over all the affairs and property of the SIF and shall exercise all such powers of the SIF as it thinks fit.

The Management Board:

shall ensure that financial statements for the SIF in respect of each Financial Year are drawn up and audited.

may engage all such members to ballot for Strike Action.

may authorise the General Secretary to bring or defend such legal proceedings as the Management Board considers necessary in the interests of the SIF.

The delegates of the Management Board may engage in any other employment, consultancy, business activities or similar for pay or otherwise.

The delegates of the Management Board may own, run or hold interest in any other business for pay or otherwise.

## **President**

The SIF shall have a President who is voted in by all members at the Annual Conference and within the stated Voting Process which is set out in Chapter 4 of the 1992 Act, and shall hold a term of office of five years from the date of his or her election, at such remuneration and upon such conditions as the Management Board may think fit.

The role and responsibilities which shall be assumed by the President are not limited to:

Leading the SIF and carrying out its best interests including the delivery of objectives and management of the Management Board, Representatives, members and ensuring the SIF carry out the role of a trade union.

Anything required or authorised to be done by or to the President may if the office is vacant or there is for any other reason the President is not capable of acting be done by or to the Vice President or, if there is none, by or to any member of the Management Board.

Notwithstanding any other provision of these Rules save for those expressly giving the President a casting vote in relation to any decision, the President shall be entitled

to attend and speak and vote at any SIF meeting (including, without limitation, Annual Delegates Conferences, meetings of the Management Board and Annual Conference).

Where the President:

gives notice that he or she is unable or unwilling to continue to serve as the President;

is, in the opinion of a medical practitioner physically or mentally incapable of performing his or her duties and may remain so for more than three months;

ceases, for any reason, to be an employee of the SIF

The Management Board shall appoint a replacement President and the outgoing President shall work a minimum notice period of 4 weeks so that an adequate handover of duties can be carried out. The 4 week minimum notice period is of course dependant on any identified medical or disciplinary issues.

### **General Secretary**

The SIF shall have a General Secretary who is voted in by all members at the Annual Conference and within the stated Voting Process which is set out in Chapter 4 of the 1992 Act, and shall hold a term of office of five years from the date of his or her election, at such remuneration and upon such conditions as the Management Board may think fit The role and responsibilities which shall be assumed by the General Secretary is provided in the job roles and responsibilities.

Anything required or authorised to be done by or to the General Secretary may if the office is vacant or there is for any other reason the General Secretary is not capable of acting be done by the Management Board.

Notwithstanding any other provision of these Rules, the General Secretary shall be entitled to attend and speak and vote at any SIF meeting (including, without limitation, Annual Delegates Conferences, meetings of the Management Board and Annual Conference).

Where the General Secretary:

gives notice that he or she is unable or unwilling to continue to serve as the General Secretary;

is, in the opinion of a medical practitioner physically or mentally incapable of performing his or her duties and may remain so for more than three months;

ceases, for any reason, to be a member of the SIF

The Management Board shall appoint a replacement General Secretary and the outgoing General Secretary shall work a minimum notice period of 4 weeks so that an adequate handover of duties can be carried out.

The 4 week minimum notice period is of course dependant on any identified medical or disciplinary issues.

### **Treasurer**

The SIF shall have a Treasurer who is voted on by all attending delegates at the Annual Conference within the Voting Process for the Management Board every 5 years and shall hold a term of office of five years from the date of his or her election, at such remuneration and upon such conditions as the Management Board may think fit.

The role and responsibilities which shall be assumed by the Treasurer is provided in the job roles and responsibilities.

Anything required or authorised to be done by or to the Treasurer may if the office is vacant or there is for any other reason the Treasurer is not capable of acting be done by the Management Board.

Notwithstanding any other provision of these Rules, the Treasurer shall be entitled to attend and speak and vote at any SIF meeting (including, without limitation, Annual Delegates Conferences, meetings of the Management Board and Annual Conference).

Where the Treasurer:

gives notice that he or she is unable or unwilling to continue to serve as the Treasurer:

is, in the opinion of a medical practitioner physically or mentally incapable of performing his or her duties and may remain so for more than three months;

ceases, for any reason, to be a member of the SIF

The Management Board shall appoint a replacement Treasurer and the outgoing Treasurer shall work a minimum notice period of 4 weeks so that an adequate handover of duties can be carried out. The 4 week minimum notice period is of course dependant on any identified medical or disciplinary issues.

### **Auditors**

The financial statements of the SIF for each Financial Year must be audited by a person eligible to be appointed as a statutory auditor pursuant to the Companies Act



2006 (Qualified Person) as soon as practicable after the end of the relevant Financial Year.

### **Notices**

A notice may be served by the SIF on any delegate, representative or member either personally or by sending it through the post in a prepaid first class letter addressed to such member at his registered place of abode.

Any notice, if served by post, shall be deemed to have been served 24 hours after it is posted, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed, stamped and posted.

### **Interpretation of these Rules**

The Management Board shall be the sole authority for the interpretation of these Rules and shall report such decisions to the next Annual Conference.

The decision of the Management Board upon any question of interpretation or upon any matter affecting the SIF and not provided for by these Rules is final and binding on the members.

### **Alteration of these Rules**

These Rules may be added to, repealed or amended by a resolution passed at a Delegates' Conference. Written notice of any proposals for additions, repeals or amendments which must include the exact wording of any proposed additions or amendments must be given to the General Secretary not less than 10 clear days before the Delegates' Conference at which they are to be considered. Any such addition, repeal or amendment shall only be passed by a majority of at least two-thirds of the Delegates voting on it. Any such addition, repeal or amendment which is passed shall take effect immediately following the conclusion of the Delegates' Conference at which it was passed.

The Management Board may make changes to these Rules which it considers to be in the best interests of the SIF. Any such change shall only be passed by a majority of at least two-thirds of the members of the Management Board voting on it. Written notice of such changes shall be given to each member and such changes shall take

effect 14 clear days after the date on which such notice is deemed to have been served.

### **Winding up**

The SIF shall be wound up if declared bankrupt unless the Management Board record a majority vote not to.

If, on the winding up or dissolution of the SIF, any funds remain after the sale of its assets and satisfaction of all its debts and liabilities, those funds shall be paid to or distributed among the members of the SIF Management Board.

### **Procurement Statement**

Procurement is the process by which the SIF obtains goods, service and works. Procurement is more than just purchasing. The procurement process covers a full life cycle of activities, starting with the identification of needs, through to evaluation and purchasing. Procurement can range from day to day purchasing of commodities to purchasing key strategic items (such as capital assets), commissioning a service or buying an entire service. Goods and services for the purpose of the SIF procurement will normally be external.

As part of the corporate procurement strategy the SIF is committed to:

- Service quality – Understanding all measures to improve the quality of the services that are provided.
- Value for money – providing the best services at the best possible cost.
- Valuing staff – The Management Board are a key resource and should always be consulted, respected and valued wherever appropriate.

### **Purpose**

The SIF vision is to ensure that procurement:

- Contributes to delivering the SIF objectives.
- Gives members additional rewards and benefits.
- Supports the delivery of value for money and improvements in service delivery arrangements.
- Is planned and undertaken in a structured, controlled and coordinated way.
- Contributes to the delivery of the annual budget and obtaining cash efficiencies.
- Utilises and exploits technology to improve services and general efficiencies.
- The levels of expenditure must be appropriate to the authorisation limits approved by the Management Board.

## **Procurement in accord with health safety legislation and good practice**

Procurement of goods supplies and services should always have regard to health and safety and where equipment in particular is being procured there should be cognisance of the requirements of “The Provision and Use of Work Equipment Regulations 1998” (PUWER).

### **Application of the Policy:**

The responsibility for the application of this policy is that of the General Secretary who should act in accordance with the SIF rules and constitution and refer appropriate matters to the Management Board.

## **Role Description**

### **President**

#### **Role Purpose**

- The President will act as the internal and external spokesperson for the SIF, ensuring one clear united voice is delivered at all times.
- The President will work in combination with the Management Board and to define and deliver the strategic direction of the SIF.
- The President will ensure that the welfare and efficiency of the members are at the heart of the service provided in collaboration with the UK security industry regulators and employers.

#### **Key Responsibilities**

Listed below are the key responsibilities that an individual acting as President is expected to carry out:

#### **Leadership**

- Collaborate with the Management Board to develop and define the SIFs strategic direction.
- Responsible for driving the delivery and implementation of the SIFs strategy.
- Responsible for delivering one united voice on all SIF matters.
- Collaborate with the Management Board to ballot the SIF members for Strike Action.
- Responsible for managing all legal costs relating to legal assistance.
- Responsible for delivering the Annual Conference Speech to Members, guests and delegates.

- Support and plan Annual Conference with other Management Board members, in line with the General Secretary's direction.

### **Representation & Engagement**

- Act as the figurehead and spokesperson for the SIF on internal and external matters.
- Act as lead media spokesperson on issues that affect the SIF by
  - i) Manage the SIFs response to topical news events.
  - ii) Deliver a clear and appropriate response that is in line with the SIF's overall viewpoint and its membership.
  - iii) Ensure availability to respond to ad hoc requests where appropriate.
  - iv) Oversee SIF communication responsibilities, such as newsletters, social media sites, websites and annual reports where applicable.
- Represent the SIF at internal meetings e.g., strategic and national negotiation, UK security industry regulators, employers and partner engagement.
- Build and maintain relationships with key stakeholders, both internally and externally e.g., UK security industry regulators, employers and partners and parliamentarians.
- Use relationships to influence and negotiate with key stakeholders on strategic matters.
- Represent the SIF at appropriate public and non-public events e.g., Security Award ceremonies, Security exhibitions and all SIF Conferences.
- Act as SIF conduit and liaison for all communication e.g., between media and the SIA.
- Act as lead for all aspects of SIF training.

### **Administration**

- Assume the role of President at all appropriate meetings, ensuring the efficient management of the session.
- Review agenda items ahead of meetings, to ensure well informed on subject matters.
- Support the processing of claims at SIF level by reviewing and approving cases that are eligible for legal advice, assistance or representation.
- Support the local processing of claims by providing advice and guidance to Representatives.
- Chair all Management Board and SIF meetings.
- Support and lead the SIF Annual Awards Ceremony.

### **Management**

- Act as key consultee for all general SIF management, including finance, staff, operations, facilities.

### **Key Competencies**

The below key competencies will aid successful performance as a President:

### **Functional**

- Ability to operate at a high strategic level.
- Confident public speaker.
- Stakeholder and relationship management.
- Project management experience.
- Mediation and negotiation experience.
- Awareness and understanding of corporate event planning.
- Desirable training courses e.g. media, negotiation.
- Experience using modern IT systems.
- Ability to effectively communicate with a range of stakeholders from different backgrounds and of various levels of seniority.

### **Interpersonal**

- Confident and charismatic individual capable of leading a team.
- Strong interpersonal skills.
- High emotional intelligence with the ability to relate and engage with a wide range of stakeholders.
- Proactive and forward thinking e.g. always identifying what can be done to improve functions and activities.

### **Mobility**

There is an expectation that the President will attend national meetings, training, as well as being committed to interacting with SIF members across the UK.

### **Values**

It is expected that the President will lead by example and represent commitment to the values outlined in the SIFs core purpose:

- Openness
- Transparency
- Member first
- Collaboration
- Integrity
- Well being
- Efficiency

### **Compliance**

All SIF delegates and representatives holding post should ensure that their actions and practices are compliant with the law and the SIF Principles and Standards of Professional Behaviour.



## **Role profile: General Secretary**

### **Role Purpose**

- The General Secretary has overall responsibility for the day-to-day management of the SIF, its staff and representatives.
- The General Secretary will have direct line management responsibilities for all people employed by the SIF.
- As part of the Management Board, the General Secretary will also be expected to contribute towards setting and supporting the implementation of the SIF's strategic direction.

### **Key Responsibilities**

Listed below are the key responsibilities that an individual acting as General secretary is expected to carry out:

#### **Leadership**

- Collaborate with the President and Management Board to set the strategic direction of the SIF.
- Support the implementation of initiatives that contribute towards the SIF achieving strategic goals.
- Attend regular management meetings with the Management Board to review SIF activities and emerging matters to ensure that the SIF is able to serve its membership in the best possible way.
- Seek to build and maintain a close working relationship with both the President, Vice President and Treasurer to provide resilience across the leadership roles.
- Work closely with other members of the Management Board and Representatives to ensure the successful implementation and running of the annual conference.

#### **Representation & Engagement**

- Negotiate with UK security industry employers, regulators and representatives on policy and other matters where appropriate. It is the responsibility of the General Secretary to ensure that the best person is involved in any negotiations according to their skills and experience.
- Represent the SIF and the views of the membership when engaging with external stakeholders e.g. UK security industry employers, regulators and representatives, parliamentarians, government bodies and other staff associations where necessary.
- Engage and negotiate with SIF service providers e.g. legal service providers and member service providers.
- Act as a point of contact regarding communication to and from the SIF for internal and external contacts.

- Represent the SIF and the views of the membership at internal and external meetings.
- Act as a point of contact for the SIF regarding issues and queries from existing members.
- Represent SIF Management Board during legal hearings where necessary.
- Act as subject matter expert and primary point of contact for the SIF regarding policy and legislation.
- Represent the SIF at appropriate public events e.g. Security Award ceremonies, Security exhibitions and all SIF Conferences.

### **Administration**

- Depending on the severity of a case, the General Secretary may be required to take responsibility for the processing of a claim or grievance.
- Maintain understanding of legislation and regulations relevant to the SIF and the position e.g. constitution, standards of professional behaviour, health & Safety, civil and criminal proceedings.
- Manage SIF communications.
- Take ownership of the production, review and circulation of meeting minutes.
- Prepare agenda items for internal meetings.
- Produce report in line with SIF activities.
- Ensure SIF activities comply with GDPR requirements.
- Fulfil role as signatory of the SIF.

### **Management**

- The General Secretary will be directly responsible for the day-to-day line management of staff employed by the SIF, including management of staff contracts, health & safety and employment law requirements.
- Manage the workload and welfare of representatives and other positions at the SIF where appropriate.
- Manage representatives ensuring that one consistent view/stance is communicated to members on specific matters.
- Continually review and monitor professional development of SIF staff and representatives.
- Identify and manage the training needs of SIF staff and representatives.
- Oversee the management of the Group Insurance scheme and member services.
- In the event of discipline or conduct issues, ensure the appropriate management of the team and the individual.
- Act as a point of escalation regarding the processing of member queries and claims.



## **Key Competencies**

The below key competencies will aid successful performance as a General Secretary:

### **Functional**

- Ability to operate at a high strategic level e.g. experience with internal change programmes, strategic meetings.
- Full understanding of legislation and regulations relevant to the role such as; constitution, standards of professional behaviour, health & safety, civil and criminal law proceedings.
- Knowledge and experience in a broad range of security functions and roles.
- Confidence and ability to manage a team.
- Mediation and negotiation experience.
- Ability to effectively communicate with a range of stakeholders from different backgrounds and of various levels of seniority.
- Ability to prioritise workload effectively in light of internal and external time demands.
- Stakeholder and relationship management experience.
- Project management experience.

### **Interpersonal**

- Confident individual capable of leading a team.
- Ability to work well in a team, with strong interpersonal skills.
- Flexible approach to working with the ability to adapt working practices according to advice, guidance or other situational factors.
- Proactive and forward thinking e.g. always identifying what can be done to improve functions and activities.
- High emotional intelligence with the ability to relate and engage with a wide range of stakeholders.

### **Mobility**

There is an expectation that the General Secretary is willing to travel in line with their SIF duties. For example, to attend national meetings, training as well as being committed to interacting with SIF members as required.

### **Values**

It is expected that the General Secretary will lead by example and represent commitment to the values outlined in the SIFs core purpose:

- Openness
- Transparency
- Member first
- Collaboration
- Integrity

- Wellbeing
- Efficiency

### **Compliance**

All SIF representatives holding post will abide by the SIF Principles and Standards of Professional Behaviour.

## **Role profile: Treasurer**

### **Role Purpose**

The Treasurer is responsible for managing the financial accounts of the SIF as well as overseeing all financial day-to-day activities.

### **Key Responsibilities**

Listed below are the key responsibilities that an individual acting as Treasurer is expected to carry out.

### **Leadership**

- Lead the financial management and financial strategy for the SIF.
- Provide financial leadership and demonstrate good financial practice to the SIF.
- Provide executive recommendations and advise on the financial implications of the SIFs strategic plans.

### **Representation & Engagement**

- Represent the SIF on all financial matters.
- Act as SIF conduit and liaison for communications on financial matters between auditors, the Management Board and other parties with legitimate interest and reason.
- Advise the SIF Management Board on matters relating to financial management and appropriate expenditure.
- Build and maintain relationships with key stakeholders e.g. service providers, auditors, accountants.
- Negotiate with key individuals in relation to financial strategic matters e.g. Management Board
- Present the SIF's financial accounts when necessary, ensuring openness and transparency throughout e.g. Management Board meeting, annual conference.
- Support and plan Annual Conference with other Management Board members in line with the General Secretary's direction.

### **Administration**

- Make personal declaration of responsibility to SIF finances.
- Act as the main signatory for all SIF financial documents.
- Responsible for making all payments on behalf of the SIF including but not exclusive to:
  - i) Payments to joint funds.

- ii) Employee related payments e.g. salaries, employer's tax and national insurance obligations, pension contributions.
  - iii) Facility related payments e.g. service providers, utility bills, office equipment.
  - iv) Other payments e.g. insurance payments, HMRC payments, reimbursement of claimed expenses.
- Confirm all payments to be authorised are verified, evidence based, reasonable and justifiable.
  - Monitor and account for all regular and ad hoc payments made into SIF accounts.
  - Track, record and document all SIF account activities (e.g. monies received, payments made) in appropriate book keeping systems.
  - Prepare presentation and summary of accounts for all appropriate meetings.
  - Prepare annual financial report and ensure timely distribution of this document to the relevant parties i.e. members.
  - Ensure the timely management and payment of expense claims to representatives to ensure they are not out of pocket as a result of SIF duties.
  - Research all market data to ensure current deals with service providers remain the most economical and appropriate for the SIF e.g. mobile phone contracts.
  - Maintain working knowledge on all financial matters to ensure SIF finances are managed in compliance with the latest HMRC guidance, legislation, laws, statutory bodies.

## **Management**

- Ensure responsible, efficient and effective management of SIF funds.
- Oversee the financial affairs of the SIF, ensuring they are legal, constitutional and within accepted accounting practice.
- Manage expectations, keeping all appropriate individuals informed about the SIFs financial duties and responsibilities.

## **Key Competencies**

The below key competencies will aid successful performance as a Treasurer:

### **Functional**

- Knowledge of best financial practices, specifically relating to budget management and treasury is desirable and should be a priority to learn on appointment to this role.
- Working knowledge of accounting practices is desirable.
- Ability to keep up to date with industry changes e.g. the latest HMRC guidance, economic climate, employment practices and law.

- Ability to use or learn to use, modern IT systems, specifically accounting and corporate packages.
- Basic numeracy and analytical skills.

### **Interpersonal**

- Strong time management skills.
- Ability to be flexible and adaptable to learning new skills and practices.
- Ability to liaise with stakeholders of various levels of seniority, including external parties.
- Ability to work well in a team, with strong interpersonal skills.
- Strong communication skills are needed to liaise with various different internal and external stakeholders e.g. auditors, accountants, insurance companies.
- Proactive and forward thinking: always identifying what can be done to improve functions and activities.

### **Mobility**

There is an expectation that the Treasurer is willing to travel in line with their SIF duties. For example, to attend meetings, training, as well as being committed to interacting with SIF members as required.

### **Values**

It is expected that the National Treasurer will represent commitment to the values outlined in the SIF's core purpose, including:

- Openness
- Transparency
- Member first
- Collaboration
- Integrity
- Wellbeing
- Efficiency
- 

### **Compliance**

All SIF representatives holding post should ensure that their actions and practices are compliant with the SIF Principles and Standards of Professional Behaviour.

## **Role Description: Vice President**

### **Role Purpose**

Adopting the role description of President, the Vice President is expected to deputise for the President in all job role activities when necessary i.e. when the President is unavailable because of:

- Long term sickness/death
- Extended annual leave
- Special/compassionate leave
- Medical appointments
- Other meetings or appointments.

The Vice President is also expected to carry out all roles afforded to the president except when the President is available or tasks the Vice President. To attend Annual Conferences and meetings.

## **Role Description: SIF Ambassador**

### **Role Purpose.**

- The SIF Ambassador will provide direct guidance, advice and support to members.
- The SIF Ambassador will act as the members principal point of contact with the SIF.

### **Key Responsibilities**

Listed below are the key responsibilities that an individual acting as SIF Ambassador is expected to carry out:

#### **Leadership.**

- Lead the SIF in communicating directly with the members.

#### **Representation & Engagement**

- Act as the local identifiable and accountable representation of the SIF.
- Entrusted to look after the welfare and efficiency of members at the local level.
- Act as the principal point of engagement with members.
- Provide continued advice, guidance and support to members on any query or request that they may have e.g. misconduct issues, resolution process, strike process, trade union rules, capability concerns, employment matters and sickness absence.
- Engage with subject matter specialists in specific cases where appropriate e.g. legal.
- Assist Management Board on dissemination of information, communications and local news directly to members.
- Act as the conduit and liaison between the Management Board and the members.
- Represent members at all appropriate meetings where requested e.g. resolution process, sickness stages, dismissal, misconduct proceedings.
- 

#### **Administration.**

- Monitor and track time spent on SIF work to create a verifiable and accurate log of time and activities.
- Maintain working knowledge of relevant SIF practices, topical issues, legislation changes and regulations.
- Maintain working knowledge of relevant trade union rules and practices, topical issues, legislation changes and regulations.

#### **Management.**

- Manage own case load, escalating any issues of concern, with the appropriate individual, where necessary.
- Manage member expectations when dealing with queries.

## **Key Competencies**

The below key competencies will aid the successful performance of a SIF Ambassador.

### **Functional**

- SIF Ambassadors are encouraged to keep themselves up to date with topics and legislation in UK security and UK trade unions.
- Experience using modern IT systems.
- 

### **Interpersonal**

- Willingness to learn, with enthusiasm to establish, develop and maintain skills and experience whilst carrying out the role.
- Strong interpersonal skills.
- High emotional intelligence and listening skills to relate, empathise and engage with members.
- Ability to respond efficiently to a range of ad hoc requests.
- Proactive and forward thinking e.g. always identifying what can be done to improve functions and activities.
- Time management skills.
- Advocacy skills.
- Have the ability to engage with individuals at all levels of the organisation, up to senior management level, where appropriate.

### **Mobility**

There is an expectation that all SIF Ambassadors are willing to travel in line with their SIF duties. For example, to attend meetings, training and annual conference, as well as being committed to interacting with members as required.

### **Values**

It is expected that all SIF Ambassadors lead by example and represent commitment to the values outlined in the SIF's core purpose, including:

- Openness
- Transparency
- Member first
- Collaboration
- Integrity
- Wellbeing
- Efficiency



**Compliance**

All SIF ambassadors holding post will adhere to the SIF Principles and Standards of Professional Behaviour.

**END**